

SECTION 1 - FEDERAL CATALOG SYSTEM

SUBSECTION 10 - REFERENCES

The following references **are** applicable to the **policies** stated throughout the manual. References cited **in the** other sections of **this** manual are **primarily applicable** to those sections.

- a. Chapter **145**, Title 1, U. S. Code.
- b. Section 487, Title 40, U. S. Code.
- c. DoD Directive 4130.2, "The Federal Catalog System"

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d. Federal Property Management Regulation No. E-8, dated May 19, 1967, "Delegation of Authority."

e. DoD Directive 4140.36, Department of Defense Personal Property **Utilization** Program.

f. DoD 4100. 39-M, Defense Integrated Data **System (DIDS)** Procedures **Manual**.

SUBSECTION 11 - PURPOSE

The purpose of this section **is** to prescribe policy **/procedural** guidance and **responsibilities** relative to the Federal Catalog System and to **delineate principles** and requirements for **making Federal Catalog System data** available **to** the public.

SUBSECTION 12 - SCOPE

This section contains operating **policies** and procedural guidance required to maintain a uniform Federal Catalog System. **The DIDS Procedures Manual contains uniform procedure encompassed within these policies and procedural guidance** required to **maintain** a uniform **Federal** Catalog System, **The policies contained herein are mandatory for use** by all participants **in the** Federal Catalog System.

131 - General

131.01 Introduction. The Federal Catalog system **is** a Government-wide program established by law, administered by the Department of Defense (DOD) in **conjunction** with the Administrator of the General Services Administration to provide a uniform system of item identification; eliminate different identifications of like items; reveal interchangeability among items; aid **in** standardization; facilitate intra and interdepartmental logistics support; strengthen Government/industry relationships; and improve materiel management and military effectiveness to promote efficiency and economy **in** logistics operations. The Defense Logistics Agency (DLA) is responsible for management and administration of the operations of the Federal Catalog System as prescribed **by** reference c. North Atlantic Treaty Organization (NATO) countries and other foreign countries' participation in the Federal Catalog system is by agreement on an individual basis. The Federal Catalog System is designed to:

a. Provide a uniform system of item i dent **ificat** ion and nomenclature to describe, classify, and number each item included in the Federal Catalog System so that a given item of supply is identified by a single stock number.

b. Improve the operational readiness of DoD components by improving methods of item identification, increasing Federal Catalog System **processing** efficiency, and providing adequate and timely publications of catalog data to maintain optimum logistics support.

c. Provide a means for monitoring the item range so that DoD components can operate their materiel management systems with the minimum number of items essential to support. **military** operations.

d. Assemble and maintain a Central Catalog File, integrated **to** include item identifications (characteristics/reference) and selected technical and materiel management data for each item of supply incorporated into the Federal Catalog System.

e. Reveal interchangeability and substitutability decisions recorded in the Central Catalog File.

f. Promote optimum interchange of Federal Catalog System data between and **among** all DoD components, **Civil** Agencies, **NATO**, and other foreign **countries** and industry.

g. Assist in assuring the highest practical level of systems compatibility, interface and integration, consistent with the mission needs of the separate DoD components and requirements of the Federal Catalog system participants, to facilitate intra and interdepartmental agency logistics support .

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131.02 Federal Catalog System Publications are as follows and shall be compiled and published by the Defense Logistics Services Center (DLSC) in microform, except those exemptions granted by the Federal Catalog Program Administrator. In the interest of National Security there may be a requirement(s) to publish separate catalogs. Publications to support the basic mission of a specified activity may be published by that activity under the rules contained herein governing Federal Catalog System Publications:

a. Cataloging Handbooks (H Series) - A series of publications comprising the cataloging tools used in the Federal Catalog System.

b. Federal Item Identification (FII) - A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character to differentiate it from every other item of supply within the Federal Catalog System and required related management data.

c. Federal Item Identification Guide (FIIG) - A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item related logistics data.

d. Defense Integrated Data System (DIDS) Procedures Manual (DoD 4100.39-M) - A manual containing, in part, operating procedures for the uniform development and maintenance of the Federal Catalog System.

e. Provisioning Screening Manual (DoD 4100.38-M) - A manual of procedures that is used by both Government and industry to search the Central Catalog File through the input of National Stock Numbers (NSNs) and/or manufacturers' codes and part/reference numbers to determine the existence of stock numbered items and obtain associated data.

f. Federal Standard No. 5 - A publication containing procedures for use by commercial activities in preparing item identification data for materiel when procurement of such identification data is contractually specified.

* g. Introduction to the Federal Supply Catalogs and Related Publications Cl - The Cl consists of 24 volumes which provide general
* Instructions for the use and maintenance of the applicable Federal Supply
* **Catalogs and** related publications.

h. Identification List (IL) - A publication containing characteristics or other **identifying** data for items of supply. The IL is consolidated to contain all active items in the Central Catalog File that have at least one recorded DoD user.

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i. Master Cross Reference List (MCRL) - A publication containing a * three way cross reference between reference numbers (part, catalog, drawing, etc.), and their applicable **NSNs** for all cataloged items recorded in the Central Catalog File except those which **are** security classified. The MCRL is consolidated and published in three parts. Part 1 consists of data arranged * in reference number sequence. Part 2 is arranged in National Item Identification Number (**NIIN**) sequence. Part 3 is sequenced by Federal Supply * Code for Manufacturer (**FSCM**).

J* Management Data List (ML) - A publication containing supply management data to assist requisitioners in acquiring and accounting for items* of supply.

k. Federal Supply Catalog for Civil Agencies - A publication containing characteristics and supply **management** data for items of supply used by Federal Civil Agencies that are in the Federal Supply Classes managed **by** the Defense **Supply** Centers. This publication is consolidated to contain all items managed **by** the Defense Supply Centers for the DoD that have at least one recorded Civil Agency user.

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132.01 Federal Catalog System

a. A single Federal Catalog System shall be established, maintained and used within the Federal Government. Policy rules and procedural guidance governing the performance of cataloging functions to ensure efficient operation of the Federal Catalog System are contained in this manual. Procedures **necessary** to perform cataloging functions **shall** be developed, maintained, and disseminated in the DIDS Procedures Manual (DoD 4100.39-M).

b. An item of supply to be included in the Federal Catalog System **shall** be named, described, and classified in such a manner as to ensure that each item is identified by one, and only one, **NSN**.

c. The Federal Supply Classification structure, as prescribed in Section 3 of this manual, **shall** be used in item classification **actions**. Each item included in the Federal Catalog System shall be classified **within** the Federal Supply Classification and shall be assigned to one, and only one, 4-digit class. Items shall be assigned, to the maximum degree, to a specific Federal Supply Class on the basis of what the item is and not according to item application or intended use.

d. Each item of supply identified in the Federal Catalog System (FCS) shall **be assigned** a 13-digit NSN which shall consist of the appropriate 4-digit FSC code (see Section 3 of this manual) and a 9-digit NIIN. THE NIIN shall consist of a 2-digit National Codification Bureau (NCB) code (U.S. NIINs assigned **pre-DIDS** shall have NCB code "00" and those assigned **post-DIDS** shall have NCB code "01") followed by a 7-digit number.

e. A Permanent System Control Number (PSCN) shall be assigned for control purposes to identify items established in the system prior to assignment of a National Item Identification Number (NIIN) to standard items. The PSCN shall consist of the appropriate 4-digit FSC code, a 2-digit NCB code and a nonsignificant T-position alpha/numeric system control number.

f. Maximum use of the full descriptive method item identification shall be made in preparing item identifications submitted for NSN assignment. The broadest method should be **used** whenever **possible** (see Section 2, paragraph 233.01 of this **manual**).

g. Subsequent to NSN assignment to an item, the NSN **shall** be the only stock number used to identify that item in all logistics operations. Logistics **management** codes, or other **management** symbols, may be associated with, but never included as a part of, the NSN. These management codes or symbols **must always** be separated from the NSN in such a manner that the **NSN** is clearly identifiable.

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132.02 Stock Numbering Criteria

- a. Items of personal property in the Federal Supply System that are
- * recurrently used, bought, stocked, or distributed shall be named, described,
 - * classified; and **numbered** so that only one distinctive combination of numerals
 - * (National Stock Number **(NSN)**) identifies the same item throughout the Federal Supply System. This includes:
 - (1) Items selected for central management, procurement and **stockage**, including both centrally and locally procured items.
 - (2) Items stocked in the main/consolidated supply component of a consumer installation for the purpose of providing supply support to area requisitioners.
 - * (3) Items, including local stock numbered items, for which three or
 - * **more material demands/requisitions are recorded within a 180 day period** without regard to the Military Service(s)/Civil Agencies from which the demands were received. All user interest will be registered in the Central Catalog File for each participant from which demands have been received. This criterion also applies to items procured directly from a commercial source for immediate use.
 - * (4) Items other than the above which, at option of each Military Service/GSA component, are required to comply with logistics programs wherein identification by NSN is essential.
 - (5) Items provided through the Foreign Military Sales Program, NATO agreements and other U.S. bilateral agreements.
 - b. Items in the following categories will be excluded from being
 - * assigned NSNS and may be assigned local stock numbers. (NOTE: A local stock
 - * number may be configured the same as an NSN, i.e. , thirteen characters, except
 - * that the last nine characters may not be all numeric.)
 - (1) Items procured on a one-time basis for immediate use in research and development, experimentation, construction, installation, and maintenance.
 - (2) Items furnished by contractors in fulfillment of service contracts which may provide for overhaul and repair of specified equipments, providing such items are consumed in the overhaul cycle and do not enter the logistics system.
 - (3) Printed forms, charts, manuals, books, or the **like**, subject to central administrative numbering controls within a bureau, **service** or command.
 - (4) Ships, aircraft, and other major end items for which **management** and control are exercised through the application of unique identification systems.

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(5) Items obtained through overseas procurement and intended solely for overseas use.

(6) Items procured only with U.S. nonappropriated funds.

(7) Items manufactured locally for use solely by the local manufacturing activity.

(8) Medical items which are:

(a) without an Investigational New Drug Approval or New Drug Application when such is required and enforced by Food and Drug Administration (FDA) .

(b) unique to a single patient or requiring special fitting such as orthopedic appliances.

(c) **animal** blood products such as sheep cells.

(9) Subsistence items supplied to the commissary resale systems. *

c. An item having sole application as industrial plant equipment will be assigned a Plant Equipment Code (PEC). Each item having application, both within the DoD Supply System and the industrial plant equipment inventory **shall** be assigned both a NSN PEC identification. Suitable cross reference **information** will be recorded in the master files of the FCS.

132.03 Verification of Manufacturers' Numbers Used in the Federal Catalog System

a. Verification of any number used to identify an item of production or an item of supply shall be initiated in accordance with the DIDS Procedures Manual prior to submittal of the reference number as an element of an item identification for NSN assignment.

b. The submittal of all known **part/reference** numbers related to an item of Production or an item of supply with the applicable Reference Number * Variation Code (WC) and **Reference Number Category Code (RNCC)** is ~~mandatory~~ (see paragraph 231.01 a **(4) and (5)**). CH 5

c. Cataloging action shall be initiated for **NSN** assignment, if no reply has been received, in sufficient time so that NSNS **can** be provided to the submitting activity within the allowable timeframe.

132.04 Distribution of Federal Catalog System Data to Commercial Activities

a. Federal Catalog System data will be made available to the public consistent with the Freedom of Information Act 5 **U.S.C.** 552. Members of the public requesting Federal Catalog System data will have access to the following publications:

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- * (1) A Federal Supply Catalog titled "Index of Federal Supply Catalog System Publications" (C1, Volume 1) is available **through** Military Service/Agency publications channels. All of the catalogs and cataloging tools described **in** this handbook may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC **20402**, or as otherwise indicated.
- * (2) Master Cross Reference List (MCRL) in consolidated form.
- (3) Identification Lists (ILs) will be sold directly by the responsible compiling activities. The Commanders of the Defense Personnel Supply Center (DPSC) and the Defense Industrial Plant **Equipment** Center (DIPEC) **will** sell Federal Supply Catalogs to the general public and contractors **in** accordance "with **policies** stated herein. The Commanders of compiling activities, at their option, may:
 - (a) provide a limited number of selected **ILs** without charge to:
 - 1. Commercial activities or individuals (engaged in supplying **selected items under** DoD contract) upon request and determination by a DoD contracting official. that the data are necessary for **use** in connection with contract. Once the initial distribution has been made, each requiring activity will be responsible for purchasing **extra** copies of the basic documents and supplements thereto.
 - 2. **Bidders** for DoD contracts, when it is determined by responsible **contracting officials** that such data are essential to the submission of bids and the provision thereof is in the best **interests** of the Government.
 - (b) **Furnish** to a commercial contractor (if required for performance under terms of a current DoD contract) a minimum number of the Federal Catalog **System** publications enumerated above, **unless** the contract specifies that the commercial contractor must purchase such documents.
- b. Federal Catalog System publications will not be made available to the public which contain:
 - (1) Proprietary data.
 - (2) Official Use Only information where it would not be in the best interest of the Government on a random **basis**.
 - (3) Classified information.
- c. An **Automatic** Data Processing **magnetic** tape shall be **furnished** by DLSC to the U.S. Department of Commerce, Clearing House, Springfield, Virginia,
 - * 22151 for the **MCRL, Parts 1 and 2.**

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132.05 Cataloging Item Entry Control. Originators /submitters of Federal Catalog System catalog data shall:

a. **Establish** effective controls to prevent unessential **new** Items from entering the supply system.

b. Review all proposed new and existing items to:

(1) Isolate and recommend the use of duplicate or replacement items.

(2) Promote the use of standard **and** preferred items.

c. Review file data and correct invalid data including **the** elimination of duplicate NSNS and the disclosure of those items which can be described **by** the fully descriptive method.

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d. Ensure that an accurate identification record **is** established and maintained for each item in the supply system and that all new data entering the Federal Catalog System **is** technically accurate,

132.06 Provisioning and Other Preprocurement Screening is an operation whereby all known reference numbers associated with an item of supply are **screened against** data **maintained in** the Central **Catalog** File for purposes of revealing their association with existing **NSNs**. It **is** designed to:

a. Limit the entry of **new items** in the DoD **supply system** to **those necessary** to support logistic requirement.

b. **Utilize** available stocks of items already in the supply **system** to meet provisioning **and** other logistical requirements so **as to** avoid unnecessary procurements.

c. Provide for a mandatory requirement to screen reference numbers for all support items recommended or being considered for procurement by provisioning activities or Inventory Control Points (**ICPs**).

d. Place a requirement on the contractor or government activity **to furnish** all known reference **numbers** for each item to **be** screened prior to procurement **or cataloging** action.

e. Provisioning and other **preprocurement** screening also provides **for** the screening of data files **on** releasable stocks, transferable retention **stocks and** DoD potential excess **stocks** for **materiel** utilization purposes, **in** accordance with DoD Directive 4140.34, Department of Defense personal property utilization **Program**.

132.07 Reimbursement Policy.

a. Reimbursement policy **shall** adhere **to** the **general** principle that **charges** will generally be the exception rather than the rule.

b. Since the major portion of the Federal Catalog System traffic shall be mechanized, transaction oriented **billing** shall not **normally be feasible**. Certain **types** of services will require reimbursement. These include:

(1) Reimbursement billing for cataloging **services** furnished NATO and other foreign nations by DLSC **will** be based on specific services provided as contained in bilateral codification agreements.

(2) U.S. Government activities **shall** be divided into three categories, civil, DoD, and DSA.

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(a) **Reimbursement from Civil Agencies shall be limited to special requests requiring expenditures of DLSC manhours to produce the requested output, when furnished by DLSC either in hard copy or microform.**

(b) **Reimbursement from DoD activities (leas DSA) shall be limited to special requests in excess of 40 manhours to produce the requested output and book type catalog publications when furnished by DLSC in hud copy or microform.**

(c) **Reimbursement from DSA activities except for the Defense Property Disposal Service (DPDS) shall not be required. The disposal proceeds account (DPA) shall be billed in accordance with DSAM 7000.1, Accounting and Finance Manual, and any Memorandum of Understanding (MOU) executed to provide for special services.**

(3) **Services provided nongovernmental agencies (private industry) which are not a part of government contractual agreement, shall be fully reimbursable unless furnishing of such services are of benefit to the Government.**

132.0S Emergency Cataloging Support.

•. The Federal Catalog System shall be designed to ensure ef fectiveness, reliability and survivability in time of war or emergencies. Regardless of emergency conditions the following Federal Catalog processes will continue on a noninterruptable basis:

(1) **NSN assignment by use of the Federal Supply Coda for Manufacturers (FSCM), logistic reference numbers, RNCC and RNVC.**

{2) **Provisioning and preprocurement screening basically by use of the •m data.**